



CITY OF BARABOO COMMON COUNCIL AGENDA

Council Chambers, 101 South Blvd., Baraboo, Wisconsin

Tuesday, May 26, 2020, 7:00 P.M.

This meeting is open to the public. With the health concerns regarding COVID-19, the public is strongly encouraged to view the meeting remotely by watching Channel 982. Anyone appearing in person will be required to socially distance themselves.

Remote participation by Council Members and the public is allowed and encouraged.

Conference Call Number: 414-662-3639

Conference Code Number: 517-089-934#

Regular meeting of the City of Baraboo Common Council, Mayor Mike Palm presiding.

Notices Sent To Council Members: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, and Thurow

Notices Sent To City Staff, Media And Other Interested Parties: Admin. Downing, Atty. Truman, CDA Dir. Cannon, Clerk Zeman, DPW Dir./Engineer Pinion, Finance Dir. Haggard, Fire Chief Stieve, Library Dir. Bergin, Parks & Rec. Dir. Hardy, Police Chief Schauf, Street Super. Gilman, Utility Super. Peterson, Treasurer Laux, the Baraboo News Republic, WBDL, 99.7FM, Citizen Agenda Group, Media Agenda Group, *Tim Lawther, Sauk County Health Officer*

1. **CALL TO ORDER.**

2. **ROLL CALL AND PLEDGE OF ALLEGIANCE.**

3. **APPROVAL OF PREVIOUS MINUTES.** *(Roll Call)* May 12, 2020 & May 19, 2020

4. **APPROVAL OF AGENDA.** *(Roll Call)*

5. **COMPLIANCE WITH OPEN MEETING LAW NOTED.**

6. **PRESENTATIONS.**

- Update from Sauk County Health Department.
- Update from Fire Chief Kevin Stieve regarding our Emergency Operations.

7. **PUBLIC HEARINGS.**

8. **PUBLIC INVITED TO SPEAK.** *(Any citizen has the right to speak on any item of business that is on the agenda for Council action if recognized by the presiding officer.)*

9. **MAYOR'S BUSINESS.**

- The Mayor will read the 2020 National Senior Health & Fitness Day Proclamation.

10. **CONSENT AGENDA.** *(Roll Call)*

CA-1...Approve the accounts payable to be paid in the amount of \$_____.

11. **NEW BUSINESS – RESOLUTIONS.**

NBR-1...Consider allowing Sauk Prairie High School to use two softball fields at Pierce Park for a total of 9 days to play home games in the spring of 2021.

NBR-2...Consider approving Wisconsin Department of Transportation Municipal Agreement with City for reconstruction of Draper Street between 8th Avenue and Madison Avenue.

NBR-3...Consider amending the City's Official Fee Schedule to include a \$5.00 fee for USB Drives.

12. NEW BUSINESS – ORDINANCES.

13. ADMINISTRATOR AND COUNCIL COMMENTS. *(If a description of the comment is not on the agenda, comments will be limited to recognition of City residents and employees, memorials, and non-political community events and discussion of matters related to government business is prohibited)*

- Update on Small Business and Non-Profit Loan Program

14. REPORTS, PETITIONS, AND CORRESPONDENCE. The City acknowledges receipt and distribution of the following:

- **Reports:** April, 2020 – Fire Dept.
- **Minutes from the Following Meetings:**

Copies of these meeting minutes are included in your packet:

Finance.....	5-12-2020	Administrative.....	5-12-2020
Airport.....	5-8-2020	UW Campus.....	4-16-2020
BID.....	5-20-2020	Ambulance.....	4-8-2020
			4-21-2020, 5-5-2020

Copies of these meeting minutes are on file in the Clerk's office:

PFC.....	4-20-2020	CDA.....	3-30-2020
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- **Petitions and Correspondence Being Referred:**

15. ADJOURNMENT *(Voice Vote)*

Brenda Zeman, City Clerk

For more information about the City of Baraboo, visit our website at www.cityofbaraboo.com

May 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
17	18	19	20	21	22	23
	*SCDC *PFC	*Library	*BID	*UW Campus	OPEN BOOK 10am-1pm	
24	25	26	27	28	29	30
	Memorial Day City Offices CLOSED	*Finance *Council	*Ambulance	*Public Arts * Emergency Mgt		
31	1	2	3	4	5	6

June 2020

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
	*Administrative	*CDA		*BEDC		
7	8	9	10	11	12	13
	*Park & Rec	*Finance *Council				
14		16	17	18	19	20
	*SCDC *PFC	*Plan *Library	*BID	*UW Campus		
21	22	23	24	25	26	27
	*Public Safety	*Finance *Council	*Ambulance	*Public Arts *Emergency Mgmt		
28		30	1	2	3	4
					Independence Day (observed) Offices CLOSED	Independence Day

PLEASE TAKE NOTICE - Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format should contact the City Clerk at 101 South Blvd., Baraboo WI or phone (608) 355-2700 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

**Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, May 12, 2020 – 7:00 p.m.**

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, T. Pinion, C. Haggard, K. Stieve, J. Bergin, M. Hardy, Tim Lawther, Dawn Gunderson-Schiel, members of the press and others.

The Pledge of Allegiance was given.

Moved by Petty, seconded by Sloan and carried to approve the minutes of April 28, 2020.

Moved by Petty, seconded by Ellington and carried to approve the agenda.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Police Chief Mark Schauf presented the accomplishments and new staff of the Baraboo Police Department.
- Mayor Palm read the National Police Week Proclamation for May 10th thru May 16th.
- Update from Sauk County Health Department.
- Update from Fire Chief Kevin Stieve regarding our Emergency Operations.

PUBLIC HEARINGS

- The Mayor announced that this is the published date and time to hear public comment concerning proposed new sidewalk and new curb and gutter and the levying of assessments against benefited properties on portions of East side of Tuttle Street (between 9th & 10th Street), North side of 9th Street (from Tuttle St. west 270 ft) and both sides of 13th Avenue (from Amundson Dr. to Birch Street).

No one spoke and the Mayor closed the Public Hearing

PUBLIC INVITED TO SPEAK- None.

MAYOR'S BUSINESS

- The Mayor presented his proposed changes to the annual budget goal setting meeting.

CONSENT AGENDA

Resolution No. 20-26

THAT the Accounts Payable, in the amount of \$ 775,912.20 as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Moved by Petty, seconded by Kolb and carried that the Consent Agenda be approved-8 ayes.

NEW BUSINESS - RESOLUTIONS

Resolution No. 20-27

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of

Baraboo, Sauk County, Wisconsin:

WHEREAS, effective upon passage of this Resolution by the Common Council, the Common Council hereby creates the Emergency Assistance Fund – Non-Profit Organization Loan Program (“NP Program”); and

WHEREAS, the Council authorizes the City Administrator and the Executive Director of the Baraboo Community Development Authority to review the received loan applications and, if both the City Administrator and Executive Director are in agreement that the business applying for the loan is eligible for the loan, to allow the City Administrator and City Clerk to execute the necessary paperwork to provide the loan; and

WHEREAS, upon the City’s receipt of the fully executed loan paperwork, the Council authorizes the City Treasurer to provide the agreed upon loan amount to the business, in an amount not to exceed \$5,000; and

WHEREAS, the City Administrator will provide the Common Council with a non-actionable summary on a monthly basis of all of the loans granted under this Program, including the total amount paid out to businesses and the total amount paid back to the City; and

WHEREAS, the funding for the Program will be \$250,000 total, with \$150,000 of the funds coming from Fund 560, Economic Development Fund, and \$100,000 from Fund 986, ED Loan Fund, both of which are Funds are to be used for purposes of Economic Development.

Moved by Kolb, seconded by Ellington and carried that **Resolution No. 20-27** be approved-9 ayes.

Resolution No. 20-28**FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENT AND
LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN
BARABOO, WISCONSIN**

WHEREAS, the governing body of Baraboo, Wisconsin, held a public hearing in the Council Chambers of the City Hall at 101 South Blvd, Baraboo, WI 53913 at 7:00 p.m. on the 12th day of May, 2020, for the purpose of hearing all interested persons concerning the Preliminary Resolution and report of the City Engineer and final assessments against benefitted properties on the proposed public improvements consisting of installation of sidewalk and curb & gutter and heard all persons who desired to speak at the hearing.

The property to be assessed lies within the following described assessment district:

ASSESSMENT DISTRICTS

New Sidewalk – That property on:

- East side of Tuttle Street (between 9th & 10 Streets) – approximately 1,360 sq ft.
- North side of 9th Street (from Tuttle St west 270 Ft) – approximately 1,350 sq ft.
- 13th Avenue (between Amundson Dr & Birch St) – approximately 3,290 sq ft.

NOW, THEREFORE, BE IT RESOLVED, the City of Baraboo, Wisconsin, determines as follows:

The Report of the City Engineer, a copy of which is on file in the office of the City Engineer is incorporated herein by reference as if fully set forth herein, and the plans and

specifications and assessments set forth therein are adopted and approved.

The City Engineer has advertised for bids and will supervise the construction of the improvements in accordance with the report hereby adopted.

Payment for the improvements shall be made by assessing 100% of the final construction cost to the property benefited as indicated in the report.

Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis and are hereby confirmed.

Assessments for all projects included in the report are hereby combined as a single assessment but any interested property owner may object to each assessment separately or all assessments jointly for any purpose.

6. The assessments shall be paid to the City Treasurer in full within 30 days from the date of invoice, except that the following payment options are available:

- Pay in full within 30 days to avoid interest charges.
- 3-year installment agreement for assessments between \$500 and \$1,000. Pay 1/3 down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 5-year installment agreement for assessments between \$1,000 and \$5,000. Pay 1/5th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 7-year installment agreement for assessments between \$5,000 and \$9,999. Pay 1/7th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.
- 10-year installment agreement for assessments over \$10,000. Pay 1/10th down within 30 days of date of invoice and sign an installment agreement. For sidewalk projects completed in conjunction with street reconstruction, the interest rate will be the prime lending rate at the time of the agreement plus 1½%. For sidewalk projects completed independent of street reconstruction, the interest rate will be the prime lending rate at the time of the agreement. Interest is charged starting 30 days after the invoice date and future installments will be entered on the tax roll for collection.

- Financial Hardship. A property owner who has a household income which is 80% or less of the medium income in Sauk County based upon the current published figures, or who is not eligible for a Community Development Block Grant loan as stated above, shall be eligible to repay the City for the assessment at the rate of \$100 per year or 5% of the total assessment, whichever is greater, plus annual interest of 1% until paid. The Community Development Authority staff shall verify low-income eligibility and shall make a recommendation as to such eligibility to the City Council. If there is an outstanding balance at the time of sale or transfer of the property, except between spouses, the remaining balance shall become due. A property owner requesting financial hardship eligibility shall submit a copy of their most recently filed State of Wisconsin tax return if filed, or otherwise show proof of annual household income.

For each year ending in either 5 or 0, the property owner shall re-submit proof of financial hardship to the City. If the property owner continues to qualify under the policy guidelines, the hardship status will remain. If the property owner does not qualify, the remaining balance of the assessment shall be paid pursuant to an Installment Agreement, the term of which will be determined based on said remaining balance as outlined above.

- COVID-19 Deferral. A property owner who can demonstrate to the reasonable satisfaction of the City that their financial condition has been negatively affected by COVID-19 will still be eligible for the appropriate installment plan above, but the 1st payment will not be due until July 15, 2021.
- Balance on Tax Roll. If the property owner does not pay in full within 30 days from the invoice date or qualify for an installment plan, the entire balance will be placed on the next tax roll for collection with interest added at 1% per month.

In all cases, the deferral of payment shall become immediately due and payable to the City, without notice, if the property owner defaults in the payment of any installment for a period of 30 days following the specified due date thereof, or if the property owner shall transfer, sell or convey any legal or equitable interest in the lot or parcel subject to the special tax herein. If all or any part of any installment payment is not made in accordance with the terms of this resolution, the entire unpaid principal balance, together with the accrued interest thereon, shall at the City's option shall be deemed to be delinquent and said amount shall be extended upon the current or next tax roll as a delinquent special tax against the subject lot or parcel of land and immediately upon being placed on the tax roll as a delinquent special tax, interest shall accrue thereon at the then existing rate for delinquent taxes and all proceedings in relation to the collection, return and sale of property for delinquent real estate taxes shall apply to such special packs.

7. The City Clerk shall publish this Resolution as a Class 1 notice under ch. 985, Stats., in the assessment district and mail a copy of this Resolution and a statement of the final assessment against the benefited property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Moved by Kolb to approve the resolution, amending the COVID-19 Deferral until July 15, 2021 to coincide with the due dates for the Loan Programs, seconded by Wedekind and carried that **Resolution No. 20-28** be approved-9 ayes.

Resolution No. 20-29**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION
BONDS IN AN AMOUNT NOT TO EXCEED \$1,550,000 FOR STREET
IMPROVEMENT PROJECTS**

BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,550,000 for the public purpose of paying the cost of street improvement projects.

Moved by Wedekind, seconded by Ellington and carried that **Resolution No. 20-29** be approved-9 ayes.

Resolution No. 20-30**INITIAL RESOLUTION AUTHORIZING GENERAL OBLIGATION
BONDS IN AN AMOUNT NOT TO EXCEED \$1,140,000 FOR
CONSTRUCTION OF AN ENGINE HOUSE**

BE IT RESOLVED by the Common Council of the City of Baraboo, Sauk County, Wisconsin, that there shall be issued, pursuant to Chapter 67, Wisconsin Statutes, general obligation bonds in an amount not to exceed \$1,140,000 for the public purpose of paying the cost of construction of an engine house.

Moved by Ellington, seconded by Kolb and carried that **Resolution No. 20-30** be approved-9 ayes.

Resolution No. 20-31**RESOLUTION DIRECTING PUBLICATION OF NOTICE TO ELECTORS
RELATING TO BOND ISSUES**

WHEREAS, initial resolutions authorizing general obligation bonds have been adopted by the Common Council of the City of Baraboo, Sauk County, Wisconsin (the "City") and it is now necessary that said initial resolutions be published to afford notice to the residents of the City of their adoption;

NOW, THEREFORE, BE IT RESOLVED that the City Clerk shall, within 15 days, publish a notice to the electors in substantially the form attached hereto in the official City newspaper as a class 1 notice under ch. 985, Wis. Stats.

Moved by Kolb, seconded by Petty and carried that **Resolution No. 20-31** be approved-9 ayes.

Resolution No. 20-32**RESOLUTION PROVIDING FOR THE SALE OF NOT TO EXCEED
\$2,690,000 GENERAL OBLIGATION CORPORATE PURPOSE BONDS, SERIES 2020A**

WHEREAS, the City of Baraboo, Sauk County, Wisconsin (the "City") has adopted initial resolutions (collectively, the "Initial Resolutions") authorizing the issuance of general obligation bonds for the following public purposes and in the following amounts:

- (a) \$1,550,000 for street improvement projects; and

- (b) \$1,140,000 for construction of an engine house.

WHEREAS, the Common Council hereby finds and determines that the projects described in the Initial Resolutions are within the City's power to undertake and therefore serve a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Combination of Issues. The issues referred to above are hereby combined into one issue of bonds designated "General Obligation Corporate Purpose Bonds, Series 2020A" (the "Bonds") in an amount not to exceed \$2,690,000 for the purposes above specified.

Section 2. Sale of the Bonds. The Common Council hereby authorizes and directs that the Bonds be offered for public sale. At a subsequent meeting, the Common Council shall consider such bids for the Bonds as may have been received and take action thereon.

Section 3. Notice of Sale. The City Clerk (in consultation with Ehlers & Associates, Inc. ("Ehlers")) is hereby authorized and directed to cause the sale of the Bonds to be publicized at such times and in such manner as the City Clerk may determine and to cause copies of a complete Notice of Sale and other pertinent data to be forwarded to interested bidders as the City Clerk may determine.

Section 4. Official Statement. The City Clerk (in consultation with Ehlers) shall also cause an Official Statement to be prepared and distributed. The appropriate City officials shall determine when the Official Statement is final for purposes of Securities and Exchange Commission Rule 15c2-12 and shall certify said Official Statement, such certification to constitute full authorization of such Official Statement under this resolution.

Moved by Petty, seconded by Kolb and carried that **Resolution No. 20-32** be approved-9 ayes.

ADMINISTRATOR AND COUNCIL COMMENTS

Adm. Downing gave an update on community events and City recreation programs.

REPORTS, PETITIONS, AND CORRESPONDENCE

The City officially acknowledges receipt and distribution of the following:

- **Reports:**
 - April 2020 – Building Inspection
 - Ehlers Report on issue of new bonds, 2020
- **Minutes from the Following Meetings:**

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, P. Cannon, K. Stieve

Call to Order –Ald. Petty called the meeting to order at 6:00 p.m. noting compliance with the Open Meeting Law. Moved by Kent, seconded by Sloan to approve the minutes of April 14, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$1,713,540.07**. Motion carried unanimously.
- b) **Vacation Policy** – Adm. Downing explained that this change will allow additional flexibility of when an employee can use their accrued vacation time. This change will keep employees from losing vacation time that is not able to be taken; with the current policy, employees would lose vacation that is not taken. Moved by Kent, seconded by Sloan to recommend to Council for approval. Motion carried unanimously.
- c) **Emergency Assistance Loan Program** – P. Cannon explained that this program is designed to give loans not to exceed \$5,000 to small businesses with less than 25 employees. This will enable the businesses to cover their costs, such as payroll, through the COVID situation. Adm. Downing notes that the two funds that make up the \$250,000 are not pegged for any specific purpose making them available for this program. In an effort to be more accommodating to our small businesses, the loans will be due July 15, 2021. The loans will be interest free through December 15, 2020 and 2% per annum from December 16, 2020 to July 15, 2021. Ald. Petty questioned no requirement of collateral other than the Promissory Note. P. Cannon explained that a Promissory Note is typically used for smaller loans; the City didn't feel that the requirements to go through with collateral was good use of staff time. They tried to keep the process simple for local businesses. This loan is strictly limited to businesses within the City of Baraboo. It was noted there was discrepancy in the date the interest would start. The committee recommends that the program be amended to be interest free until December 31, 2020 and 2% per annum from January 1, 2021 to July 15, 2021. Moved by Sloan to amend the program to be interest free through December 31, 2020, seconded by Kent to recommend to Council for approval. Motion carried unanimously.
- d) **1st Qtr. Budget Amendments** – The Committee reviewed the 1st Qtr. 2020 budget amendments. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items

- a) **Fire Station Remodel Costs** – Fire Chief Kevin Stieve noted that the remodel is a pretty aggressive schedule based on some hard costs and some estimated costs. This will help them out to expand some programming and it also opens up the invitation to invite the Baraboo District Ambulance to share this large building. Updates include raising the concrete floor, new turnout gear lockers that can travel to the new station, sleeping quarters in the basement, and some cosmetic upgrades. Adm. Downing reminded the Committee that \$500,000 of new debt to pay for these improvements was already approved during the last budget process.
- b) **1st Qtr. 2020 Financial Statement** – The Committee reviewed the Financial Statement.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:29pm.

Minutes of the Public Safety Committee Meeting

April 13, 2020

Members Present: Phil Wedekind and Tom Kolb, and Mike Plautz. **Others Present:** Kennie Downing, Emily Truman, Kevin Stieve, Tom Pinion, Wade Peterson, Mark Schauf, and Mike Palm.

Call to Order - Committee Chairman Phil Wedekind called the meeting to order at 1:00 P.M. at Baraboo City Service Center. Compliance with the Open Meeting Law was noted. It was moved by Kolb, seconded by Plautz to approve the agenda as posted. Motion carried unanimously. It was moved by Plautz, seconded by Kolb to approve the minutes of the February 24, 2020 meeting. Motion carried unanimously.

New Business

- a. **Consider proposed revision to the Financial Hardship repayment provision for Special Assessments** – Engineer Pinion said that making a provision for a financial hardship was discussed in February 2019, specifically to allow the \$100 payment or 3.5% of the assessment, whichever was greater; however, never got any action or went to Council. He said that when it was looked at this year, a suggestion was made to make it 5% instead of the 3.5%. He said the reason for this is that 5% is 1/20th of the total, and with a life expectancy of 20 years, it would actually be paid off when the life expectancy expired. He said at 3.5% it would be paid off just shy of 30 years. He said it is the feeling of staff that 5% would be more appropriate. It was stated that the 5% of \$2000 would be \$100 based on 70 lineal feet of sidewalk per lot. Pinion said that most of the lots this year are substantially more than 70 feet. He said that the 70-feet was based on the \$30.00 per square foot estimate; however, the actual bid prices came in at \$24/ft, so \$2,000 would equate to 85 feet of front, so homeowners having more than 83 of frontage could be paying more than \$100. Kolb then asked if the Committee should also be addressing the delaying or deferring of payments due to the extraordinary circumstances. Pinion said that this provision is not on the agenda, therefore, cannot be discussed at this time. Pinion said when the final resolution is discussed, which will include all payment options that would be the time to consider that special provision. Attorney Truman agreed regarding the item not being on the agenda. It was moved by Kolb to accept the proposed revision to the Financial Hardship repayment provision

for Special Assessments, noting that it would be \$100 per year, or 5% of the cost, whichever is greater. Plautz seconded. Motion carried unanimously.

- b. Recommend levying Special Assessments in accordance with the Sidewalk Policy for new sidewalk on Tuttle Street, 9th Street, and 13th Avenue that will be installed as part of the 2020 Street Improvements – Pinion presented background to the Committee. Pinion then explained the three-step process for levying special assessments. Kolb agrees to the connection on the 9th Street to Tuttle. He said he has a problem with removing mature trees, but he realizes that they can be replaced. He asked if the 4-foot sidewalks would be continued. Pinion said that this would be a policy decision that the Committee could recommend. He said that the City's standard is 5-foot, but given the concession that the Council made a few years ago, one could argue it makes sense to continue that 4-foot site work on the balance of that roadway. Kolb said that he would be in favor of continuing with 4-foot sidewalks on 13th Avenue for consistency. He asked if this is where he should suggest that a provision for some kind of relief by deferring or delaying payments for extraordinary circumstances should be entered. Attorney Truman asked if there was anything in particular that he had in mind. Kolb said that he would like to direct the City to look at this issue and come up with something at the time of Council. Plautz said that he would hate to see the beautiful, mature trees removed. Pinion said that there would be a neighborhood meeting in advance of the Public Hearing. Pinion said that it is the practice of the Forestry Department to replace the trees at a ratio of one for one, and in some instances where the mature trees, they have been known to replace some at the ratio of 2-to-one. Plautz asked if sidewalks could be installed without removing trees. Pinion said no, if we are to maintain at least four-foot green terrace between the curb and the new sidewalk, he cannot squeeze it in the front of the trees and there is not enough room. Plautz said that he was going to abstain at this time. It was moved by Kolb to recommend levying the Special Assessments in accordance with the Sidewalk Policy for new sidewalk and that the Committee direct the City to consider the possibility of deferring or delaying the initial payment in time for the Council meeting. Plautz seconded the motion. Plautz said that the 4-foot sidewalk looks very small and asked as long as the trees have to go could a 5-foot sidewalk be installed. Pinion said that when the City had the discussion with the neighboring two blocks to the east the City conceded that the sidewalk would be 4-foot in width. He said that 36" sidewalk is the bare minimum, the sidewalks would be 48", which complies with ADA for wheelchair purposes. He said that it boils down to cost, it is 25% more for the homeowners to bare if it is 5-foot versus 4-foot. Motion carried 2-1, Plautz abstained.
- c. Review Bid Tabulations for 2020 Street Improvement Projects and recommend award of contracts – Pinion said there were two separate proposals, one was all of the street reconstructions that didn't have any underground work associated with them and the other three projects were underground primarily, a water main on Mound Street and then storm sewer on both Hill and the Camp Street alley. There were five total bidders, two on Proposal A, and four on Proposal B. He said that the prices were very competitive and the resolution that was included subsequent to that will go to Council as recommending award to the respective low bidders, Dean Blum Excavating for Proposal A, and J&J Underground LLC for Proposal B. Kolb moved to accept the low from Dean Blum Excavating and J&J Underground. Plautz seconded the motion. Motion carried unanimously.
- d. Review Proposal for Noxious Weeds & Rank Growth Proposal and recommend award of contract – Pinion presented the background regarding the proposals. He said there were two bidders, Sunrise Property Care, and Landscape Logiq, LLC. Prices are relatively close to one another, it is the recommendation of staff is Sunrise Property Care. It was moved by Kolb to accept the low bid of Sunrise Property Care. Motion carried unanimously.
- e. Review STH 136 Median Mowing Proposals and recommend award of contract – Pinion said there were three bidders and STH 136 Median Mowing. Top 2 Bottom who has historically been the low bidder on that submitted the low bid price again at \$55.00 per mowing. Sunrise Property Care was \$60.00, and newcomer Landscape Logiq, LLC was \$300 per mowing. He said it is staff recommendation to award the bid to Top 2 Bottom. It was moved by Tom Kolb to award to the low bidder, Top 2 Bottom. Plautz seconded the motion. Motion carried unanimously.
- f. Review Proposals for Storm Water Quality Management Plan Update and recommend award of contract – Pinion said that the City put together a Master Storm Water Plan in 2007, and it is time to update it. He said that two years ago the City applied for an Urban Non-Point Source Planning Grant to assist in the cost of this and were not successful. He said in 2019 a proposal was submitted and were successful receiving \$31,000 in a grant to help offset the cost. He said it was budgeted for 2019, the fact the City got the grant, it could not start until 2020; therefore, the City postponed the start of it to take advantage of the grant. He said the he solicited six different consultants requesting the cost for them to update the plan. He said that he shared the old plan, the budget, and the entire application for and four of them opted not to submit a proposal. He said that MSA was at \$75,536, Short Elliot, Henderson, which is SHE was \$88,771. He said that both firms are capable of doing it, and thinks it's a better bag for the buck if the City spends less money on it and MSA should be more familiar with it and have some of the modeling involved which he suspects the reason for the significant difference in price, so staff recommends an award to MSA Professional Services for \$75,536. It was moved by Kolb to approve the low bidder, MSA in the amount of \$75,536 for the update of the Storm Water Quality Management Plan. Plautz seconded the motion. Motion carried unanimously.
- g. Review Proposals for Asbestos Testing and Sampling, for the former Ringling Manor – St. Mary's Hospital at 1208 Oak Street, and recommend award of contract – Pinion said that the Council has reiterated their desire to raze this property, so the first step in that is to have someone come in and test the building for asbestos or lead paint that is present, take samples and send them in for testing. He said that he solicited proposals from four different companies, two declined, they

did not want to go into the building in its current condition, so the two that responded were Badger Environmental Services, and A&A Environmental. He said that Badger was there 14 years ago and did all the sampling and testing for the developer that was proposing Swift Haven, but no one has a copy of that. He said the City has discussed acquiring the property with the County, there is a clear path to do that; however, we don't want to do it until we have some other funding in place, and we need the results back before applying for the funding, and it is a \$2,200 cost to get someone to come in and do the requisite testing on the property. Staff is recommending awarding to Badger Environmental. It was moved by Kolb to accept the lower bidder, Badger Environmental Services LLC in the amount of \$2,200. Plautz seconded the motion. Motion carried unanimously.

- h. Consider Alliant Energy's request for a 12-foot wide utility easement on City-owned land immediately north of the northerly right-of-way of 2nd Avenue adjacent to Lower Ochsner Park – Pinion presented background for this item. He said Alliant is requesting to relocate the gas main. He said that they would be doing a directional bore under the river to avoid suspending it on the bridge. It was stated that typically they compensate the private property owners and they would likely offer the City the same price per foot rate; however they have not talked about the specifics on that, but Alliant indicated that they were not expecting it for nothing. Kolb moved to grant the utility easement along Second Avenue to Alliant Energy. Plautz seconded the motion. Motion carried unanimously. Pinion said by way of information he discussed this with the Park and Recreation Director, although it is part of the park, it customarily would go to the Park Commission; however, he suggested since it was utility related project and so close to the road that it just go through Public Safety.
- i. Consider request from Carsen Nachreiner for a 2nd Driveway at the duplex he owns at 331 Martin Street – Nachreiner was not present. Kolb said that he would not like to see this go through in its present form. He said that if the rest of the Committee does not object he would be willing to proceed with a discussion on it. Wedekind said that he would like to talk to the man because he has concerns with this. Kolb said he would not approve the six lots nor the location that he has the new lot. He said that his feeling it that since it is a duplex the Committee could allow the second driveway on Cherry Alley, but it should at least be 10 feet from the existing sidewalk, and only be two parking spaces. He said the other lot looks like it is three, and should be reduced to two and both should be paved if he were to approve it. Pinion then gave the Committee a very detailed presentation of Nachreiner's full site plan and what he is proposing. He said that Nachreiner is willing to upgrade the existing gravel one to a hard surface. He indicated that if the Committee was favorable to his request that Nachreiner should not be allowed to pave anything wider than twenty-four feet, which is the equivalent of two nice stalls. Pinion said that there simply is not room anywhere on the Martin Street frontage to provide off-street parking, which is why Nachreiner has resorted to the request for this particular location. Plautz said that he feels a little uncomfortable being that close to an intersection. He felt other than tenants walking a little farther if Nachreiner could just add to the existing one. Pinion said that would make the existing one four, five, or six stalls, and would violate the maximum driveway width provision because it would end up being a minimum of 36 feet at the curb if it was straight in without a flare, or more if he made more stalls. Pinion said that he would be more inclined to provide two separate areas and try to have both of them comply with the maximum width standard. Pinion said that it is up to the Committee to decide how many, if they wanted to make two up front and two in the back would make better sense and he would be restricted to only paving the 24-foot width of the existing rather than the full 27 that is gravel now. He said if the Committee wanted to restrict it to two and two, that way it is a maximum convenience for his tenants and reasonable off-street accommodations for his tenants. Plautz feels it odd to be so close to the intersection. Pinion said that it is proposed at 5-feet, but he thinks the Committee could get away with requiring it to be further from the intersection. He said typically alleys do not have right-of-ways, but it is at least four feet from any private drive. Plautz said he would be in favor of moving it down a little bit further, maybe ten feet. Kolb asked Mark Schauf to weigh in of public safety. Schauf said that in his opinion, the 15-foot, which is consistent with crosswalks, would be the more appropriate distance to have. Wedekind agrees with the 15-feet, and he recommends that both of them be paved. Schauf said that another point he would be concerned with is snow removal with the absence of public right-of-way or boulevard, making sure that he understands that he can't just push snow in the road because that will create an addition road hazard. Pinion said he did briefly talk to Nachreiner about this and said that he does not push the snow into Cherry Alley now, he has on-site storage. Kolb moved to allow a second driveway on Cherry Alley it is twenty feet from the existing sidewalk and be only two parking spaces wide, paved, and the existing driveway be reduced by one parking stall and also be paved. Plautz seconded the motion. Motion carried unanimously.
- j. Review and approval of monthly Billing Adjustments/Credits for Sewer and Water Customers for March 2020 – It was moved by Kolb, seconded by Plautz to approve monthly Billing Adjustments/Credits for Sewer and Water Customer for March 2020. Motion carried unanimously.

Reports

- a. Utility Superintendent's Report
 - i. Staffing updates – Peterson said the new Water employee starts on April 27, he is a man that has transferred from West Baraboo. Wendy Hanley, Billing Tech will be retiring on August 3.
 - ii. Project updates – Peterson said river crossing down at the old pump house has been difficult. He said there has been a few equipment issues and a few weather issues, but are continuing to make progress. He said hopefully they would be able to get both of the sanitary sewer crossings underneath the river this week. He said they have the water main underneath and tested, they just have to do bacteria samples. He said he is a little concerned that the Oak Street Booster Station motor control center may be delayed due to COVID19, but right now, they are only talking a one week delay, so he is still looking at May to June timeframe to install the new generator and all the new electrical equipment. He said that the Water Utility had their audit last week and as

always Jan and Wendy did an outstanding job, we have no significant fines and are good to go for another year. Kolb extended his congratulations to Peterson and staff on the excellent rating.

b. Street Superintendent's Report

- i. Staffing updates – Pinion said that the department is fully staff once again, the most recent hire is David DeMars, he started the beginning of March and seems to be a very good
- ii. Monthly Report on Public Works Department activities – Pinion said that Gilman's activity report is self-explanatory. He said the department is in a bit of a lurch, for lack of a better term as far as pothole patching. The department has exhausted the normal supply of patch material and there is no more cold patch available, and the hot mix plant does not open up until April 27, weather permitting; therefore, the department is getting by with the more expensive patch in a bag, but they cannot continue and stay economically efficient. The department has gone through another auction, taking some opportunities to reduce some inventory.
- iii. Project updates – The department has started stump grinding of the nearly 250-300 trees that were taken down throughout the winter, the grinder is rented through the month of April. Pinion reported on the Welcome to Baraboo sign revitalization project.

c. Police Chief's Report

- i. Department Activities – Chief Schauf gave the Committee an update on his Department's response to the COVID19. He said that the department is actively working with the Emergency Management group, which includes Fire Chief, City Engineer, City Attorney, and City Administrator making daily meetings and decisions about responses and things that need to be done to make sure that everyone is properly protected. He said that the general police responses have changed a bit in the face of what is going on, they have reduced some activities, such as parking enforcement. Schauf is happy to report that their response in the area of community support has gone up tenfold. He said the department has been involved in multiple food drives, helping the ADRC deliver Meal on Wheels, this morning the department helped a group deliver 180 boxes of food, non-perishable and perishable to needy families in the community.
- ii. Staffing Updates – Schauf said they are doing well as far as the COVID response, no one has had any issues and no one has been sent home for concerns that there may have been an exposure. He said the department is short staff due to natural people leaving. He said another officer left the department this month, conversely he hired one who started a couple weeks ago, and there is one that is in the final phases of the process, and hopefully will be hired by the middle of May.
- iii. Case Report – Schauf said because of the COVID response he is unable to give the Committee the report that he would have wanted to. He gave Committee an update on the new Records Management Software that was to go live April 1; however, due to COVID it has been pushed back until July.

d. Fire Chief's Report

- i. Report on COVID19 – Stieve said he will be including a report to the Council of the Whole and rather than the Committee hearing it twice, he summarized it. He said that the Fire Department also has a specialized operational plan that was developed for COVID19. He said that Assistant Chief Willer has four a free scheduling software that they have been using and it is working great where the paid per call sign up for shifts at night, limited to five people. He said they have added another one for some probationary members so they can gain some experience.
- ii. Incident Report – Stieve said that the call volume has dropped drastically.
- iii. Staffing Updates – Stieve said group training has been put on hold because the rules of ten or less people has to be followed. He said the Willer found a web-based program where he sent out a few hours' worth of training that the members have to complete, and then it will be followed up with hands on training in the future.
- iv. Fire Inspections – Stieve said that they just received guidance from the Governor's office that they are not going to penalize the department for suspending the program.

AJOURNMENT – It was moved by Kolb, seconded by Plautz to adjourn at 2:07 p.m. Motion carried.

- **Copies of these meeting minutes are on file in the Clerk's office:**
Park & Recreation.....02-03-2020, 03-09-2020
- **Petitions & Correspondence Being Referred:** None.

ADJOURNMENT

Moved by Kolb, seconded by Ellington, and carried on voice vote, that the meeting adjourn at 7:52pm.

Council Chambers, Municipal Building, Baraboo, Wisconsin
Tuesday, May 19, 2020 – 7:00 p.m.

Mayor Palm called the regular meeting of Council to order.

Roll call was taken.

Council Members Present: Wedekind, Kolb, Plautz, Kent, Petty, Ellington, Sloan, Kierzek, Thurow

Council Members Absent:

Others Present: Chief Schauf, Clerk Zeman, Adm. Downing, Atty. Truman, C. Haggard, K. Stieve, J. Bergin, T. Pinion, members of the press and others.

The Pledge of Allegiance was given.

Moved by Kolb, seconded by Ellington and carried to approve the agenda, 9-ayes.

Compliance with the Open Meeting Law was noted.

PRESENTATIONS

- Mayor Palm read the National Public Works Week Proclamation for May 17 – 23, 2020.
- Update from Fire Chief Kevin Stieve regarding our Emergency Operations.

COMMITTEE OF THE WHOLE

Moved by Petty, seconded by Sloan, to enter Committee of the Whole to discuss items related to how the City is affected by COVID-19, 9-ayes

- (1) The WI Supreme Court May 13, 2020, decision striking down Emergency Order #28 and what that means for the City of Baraboo,

Ald. Plautz questioned when the Library will open and if they are currently working on procedures to keep the public safe when they do reopen. J. Bergin stated that the Library is currently scheduled to open on Tuesday, May 26th. The guidelines for entering the Library will be posted.

- (2) The Mayor's repeal of the Mayor's Emergency Declaration and Proclamation, and

Mayor Palm noted that as of last Thursday, we concluded our Emergency Declaration but is strongly suggested that people still follow the recommendations that were made under Emergency Order #28 such as social distancing, washing your hands, groups of less than 10, etc. It is also recommended that businesses comply with the recommendations provided by the Wisconsin Economic Development Corporation guidelines for reopening their business.

Ald. Plautz questioned the groups of 10 for churches, as many will have more than 10 in attendance. Atty. Truman advised that with the lifting of Order #28 that also lifted the requirements for social distancing, the groups of 10 is no longer a requirement. The Sauk County Health Dept. as well as the City's Health Dept. chose not to make any comparable orders and all recommendations are advisory.

- (3) Whether the City Council should adopt a new Emergency Declaration per §1.33(b)(7) of the City Code pertaining to actions under the control of the City Council, including, but possibly not limited to:

- (a) Whether to keep City Hall closed to non-City groups wanting to use the space for meetings.

Ald. Petty questioned allowing groups no larger than 10 to use the space at City Hall. What enforcement action can the City really take? With no restrictions, what enforcement action can the City

really take? Atty. Truman explained that if a community wanted to take some kind of rule or order it would have to be in Ordinance form to take any criminal action. What we are looking at is more of a policy change. If we were to extend requirements outside of City Hall to the public, it would have to be an Ordinance.

Ald. Kent questioned if there is currently a policy for employees at City Hall requiring employees and/or temperature checks. Would a policy for this fall into place? Mayor Palm explained that we currently do not have a requirement for employees to wear masks. We are currently utilizing plexi-glass dividers between staff and residents coming into the building. The Sauk County Health Dept. has not made this requirement. Adm. Downing stated that local health guidelines/rules could be established if the Council wanted to require employees and/or residents visiting City Hall to use masks or follow the 10-person restriction. Atty Truman confirms this but reminds the Council that the Health Dept. is not requiring this.

Ald. Petty's opinion is that the City not supersede the Sauk County Public Health recommendation. He doesn't feel the City is in a position to supersede the outlay of Public Health but the recommendations from our own public health employees.

Fire Chief Stieve explained that we do have in our building plans that employees with a fever will not be allowed into work. Masks are optional based on social distancing. The layout at City Hall naturally provides for social distancing. He agrees with Ald. Petty for creating additional rules and feels this will create confusion among the community.

Chief Schauf explained that his officers are encouraged to take their temperature before their shift and there is an exposure protocol if they encounter anyone they either suspect or has known Covid-19. His concern with requiring masks is that people that are not trained in how to use them, use them inappropriately and actually create a higher contamination risk. As for the building, the security of this building was designed with a setup that does not allow non-city employees into staff areas. We have taken steps to eliminate or reduce the chance of any social contraction of Covid-19.

Ald. Kolb noted that if we allowed outside groups to use the meeting room, how much burden that adds to the maintenance staff. C. Haggard explained that she is hoping maintenance will be made aware of the scheduled meetings and can address the room after the meeting. Ald. Kolb feels it is the responsibility of those using the rooms to disinfect it. It was decided that anyone reserving space at City Hall will be required to disinfect the room prior to leaving the building.

- (b) Whether to continue to automatically allow and encourage City Council and other City governmental meetings to have remote participation from all members, staff and the public.

Atty. Truman reminds the Council that the Ordinance that was recently passed allows for Council members, Department Heads, and City Staff to attend a meeting remotely. It does not allow for the public to attend meetings remotely. Mayor Palm questions if Council members want to continue meeting remotely or go back to in-person meetings.

Moved by Ellington, seconded by Thurow to suspend Council Rule §2.04(15) of the City Code, as allowed by §2.04(20) of the City Code, to allow the action to be formally acted on within Committee of the Whole, 9-aye

Motion by Kolb, seconded by Thurow, to extend the ability to conduction meeting remotely for 60 days, to July 19, 2020, 9-aye

Moved by Ellington, seconded by Kolb, to rise and report from Committee of the Whole and return to regular session, 9-ayes

ADMINISTRATOR AND COUNCIL COMMENTS

- Update by City Administrator on small business and non-profit loan programs.

REPORTS, PETITIONS, AND CORRESPONDENCE The City acknowledges receipt and distribution of the following:

- **Reports:** None
- **Minutes from the Following Meetings:** None
- **Petitions and Correspondence Attached – Not Being Referred:**
 - Letter of thanks from the following: All Lacure'd Up, SP Hair Studio and the Cookie Lady.

ADJOURNMENT

Moved by Kolb, seconded by Wedekind that the meeting adjourn at 7:53pm, 9-ayes

Brenda Zeman, City Clerk

CA – 1

RESOLUTION NO. 2020 -

Dated: May 26, 2020

The City of Baraboo, Wisconsin

<i>Background:</i>
Fiscal Note: (Check one) [] Not Required [] Budgeted Expenditure [] Not Budgeted
<i>Comments</i>

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Accounts Payable, in the amount of \$ _____ as recommended for payment by the Finance/Personnel Committee, be allowed and ordered paid.

Offered By: Consent
Motion:
Second:

Approved by Mayor: _____
Certified by City Clerk: _____

NBR - 1

RESOLUTION NO. 2020 -

Dated: May 26, 2020

The City of Baraboo, Wisconsin

Background: This resolution seeks the approval of allowing Sauk Prairie High School the use of 2 softball fields at Pierce Park for their home softball season in the spring of 2021. Due to renovations to their home fields, they requested 9 weekday afternoon uses of 2 fields each day. Baraboo High School has confirmed that the dates do not conflict with their use, and has supported this request from SPSHS.

The Parks and Recreation Commission reviewed the request at their May 4, 2020 meeting and unanimously approved a recommendation to allow use of the field, pending all field prep labor and supply costs be provided by Baraboo High School and Sauk Prairie High School pays the City the fee of \$200 to cover expenses related to restroom supplies and electricity used during the term.

Fiscal Note: ☒ **Not Required** ☐ **Budgeted Expenditure** ☐ **Not Budgeted**
Comments: The \$200 requested fee would cover all expenses to the City.

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

THAT the Sauk Prairie High School be permitted to use 2 softball fields at Pierce Park during their 9-game 2021 home softball season for a one-time payment of \$200 to cover anticipated expenses to the City.

Offered by: Park & Rec Commission
Motion:
Second:

Approved: _____
Attest: _____

To: Finance Committee & City Council
From: Mike Hardy, Parks, Recreation & Forestry Director
Date: May 26, 2020
Re: Sauk Prairie High School request to use Pierce Park

As some of you may be aware, the Sauk Prairie School District recently passed a referendum that included major renovations of their athletic fields. This work will impact their 2021 softball season. They have requested moving their home JV and Varsity softball games in 2021 to Baraboo.

We have 4 high school competition-eligible softball fields at Pierce Park that would be available. We have included Baraboo High School in conversations, and they have checked their schedule to ensure there would be no impact to their scheduled use of Pierce Park in 2021. Baraboo High School has supported the request from Sauk Prairie High School and joined them in asking the City to help them out by offering field space.

The Baraboo Parks and Recreation Commission considered this request at their May 4, 2020 regular meeting. At the meeting the following action was taken, after discussion about fees to be charged:

- Baraboo High School staff will be responsible for all field prep labor
- Baraboo High School will be responsible for any needed supplies needed to prep the fields (diamond dry and marking chalk)
- Baraboo High School staff will be on hand to open and shut down the fields
- City of Baraboo would provide access to restrooms including supplies (toilet paper and hand soap)
- City of Baraboo would provide lights (if needed for extra inning games)
- Sauk Prairie High School will pay the City \$200 for use of the fields.

The vote to recommend the above conditions to you was unanimous by the Commission. There was some discussion on fees, with the first suggestion setting fees at \$300, however it was decided that as BHS would be covering costs for field prep and City costs for restroom access and possible lights would be less than \$200, the final motion set fees at \$200.

The dates of use include 9 weekday afternoons from approximately 5pm-8pm on 2 fields each night. The City does not have any programs scheduled at Pierce Park during this time and again Baraboo High School has confirmed they have no scheduled conflicts.

NBR-2

RESOLUTION NO. 2020-

Dated: May 26, 2020

The City of Baraboo, Wisconsin

Background

The City of Baraboo applied for a Local Roads Improvement Program (LRIP) grant last fall, more specifically, under the Municipal Street Improvement – Discretionary program (MSID). MSID is a State-wide competitive grant application program. The City was recently notified that the MSID Project, which was the reconstruction of Draper Street from 8th Avenue to Madison Avenue, was one of twenty (20) MSID projects that would be funded in 2020-2021. This grant will pay 50% of the cost to reconstruct Draper Street, the total estimated cost of which is \$850,000.

Accordingly, the Wisconsin Department of Transportation has prepared the attached State Municipal Project Agreement for our review and approval.

The Finance Committee reviewed this matter at their meeting and unanimously recommended approval of the Agreement.

<i>Note: (✓one)</i>	<i>[x] Not Required</i>	<i>[] Budgeted Expenditure</i>	<i>[] Not Budgeted</i>
<i>Comments:</i>			

RESOLVED, BY THE COMMON COUNCIL OF THE CITY OF BARABOO, SAUK COUNTY, WISCONSIN:

WHEREAS, the reconstruction of Draper Street between 8th Avenue and Madison Avenue is scheduled for 2020-2021; and

WHEREAS, the Wisconsin Department of Transportation and the City of Baraboo will share the cost of this project pursuant to the term and conditions of the attached Agreement;

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Baraboo approves the State Municipal Project Agreement for a Local Roads Improvement Project dated May 14, 2020.

BE IT FURTHER RESOLVED, that the City Council of the City of Baraboo authorizes the Mayor and City Clerk to execute the State Municipal Project Agreement on behalf of the Council.

Offered by: Finance/Personnel Committee

Motion:

Second:

Approved: _____

Attest: _____



2020 - 2021

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Local Roads Improvement Program (LRIP) State Municipal Project Agreement

Date: **May 14, 2020** Program Type: **MSID**

LRIP Project Number: **16805** Project ID: **39508802107**

County: **Sauk** Appropriation: **27800**

Recipient: **City of Baraboo** Account: **8700140**

The signatory city, village, town or county, hereinafter called the MUNICIPALITY, through its duly authorized officers or officials via the signed LRIP application form and terms and conditions, and the State of Wisconsin Department of Transportation, hereinafter called the STATE, enter into this agreement to accomplish the described project.

The authority for the MUNICIPALITY and the STATE to enter into this agreement is provided by the *Wisconsin Administrative Code TRANS 206.03(12)*.

Improvement Type: **Reconstruction**

Surface Type: **70 - Hot Mix Asphalt Pavement (HMAC)**

On Route 1: **Draper St**

Additional Locations are displayed on Page 2

At Route: **8th Ave**

Toward Route: **Madison Ave**

Need for Improvement: **Failed Asphalt Pavement, Failed Asphalt Pavement, Failed Asphalt Pavement, Failed Asphalt Pavement, Failed Asphalt Pavement, Failed Asphalt Pavement, Failed Asphalt Pavement**

Other Work: **Add or lengthen turn lanes, Adjust manholes, Binder Mat, Driveway joints, Geotextile grid fabric, Pavement marking, Sidewalk, Storm sewer, Undercutting**

Thickness	Travel Width (Per Lane)	Left Shoulder	Curb & Gutter	Right Shoulder	Curb & Gutter
4.00 in	20 ft 0 in	ft 0 in	Y	ft 0 in	Y

Project Cost Summary	Estimated Costs	LRIP/State Funds	Municipal Funds (includes ineligible costs)
Engineering:	\$70,000.00		
Right-of-Way Acquisition:	\$0.00		
Construction:	\$780,000.00		
Total Eligible Costs:	\$850,000.00		
Total Ineligible Costs	\$0.00		

Total Improvement Costs:	\$850,000.00	\$425,000.00	\$425,000.00
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This request is subject to the terms and conditions agreed to at the time of application for the designated MUNICIPALITY and upon acceptance by the STATE, per signature below, shall constitute agreement between the MUNICIPALITY and the STATE.

Accepted for the State of Wisconsin, Department of Transportation:

By: Merrill Mechler-Hickson
Local Transportation Programs and Finance

May 14, 2020
Date

Local Roads Improvement Program (LRIP)
State Municipal Project Agreement

Project Funding						
Funding Type	From Project	Program Type	Biennium	Sunset Date	Approved Amount	Date
New Biennium Project Request	N/A	MSID	2020 - 2021	June 30, 2025	\$425,000.00	May 14, 2020
				Total	\$425,000.00	

Local Roads Improvement Program (LRIP)

State Municipal Project Agreement

Terms and Conditions

1. The initiation and accomplishment of the improvement will be subject to the applicable federal, state and local laws, administrative policy and program rules, ordinances, standards, and contract bidding requirements. Please note that if any portion of an improvement is funded using federal funds (including design, real estate, or other related work activities), the entire improvement will be subject to federal requirements. All components of the improvement must be defined in the environmental document if any portion of the project is federally funded.
2. The construction of the improvement will be in accordance with the appropriate standards unless an exception to standards is granted by the state prior to construction. The entire cost of the improvement not constructed to standards will be the responsibility of the Municipality/County unless such exception is granted.
3. The Municipality/County will assume all responsibility for complying with all applicable environmental requirements for the improvement.
4. The work, which is eligible for state participation will be administered by the Municipality/County. The authority for the state to delegate this responsibility is described in ch. Trans 206.
5. All contracts will be let by competitive bid and awarded to the lowest responsible bidder in accordance with the provisions of s.86.31 Wis. Stats. and all other municipal/county bidding requirements.
6. State financing will be limited to up to 50 percent (%) participation in eligible items or to the limit approved for the improvement - whichever is less
7. Payments to the Municipality/County will be made after the improvement is completed, and the contractor(s) fully reimbursed.
8. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from any moneys otherwise due and payable by the State to the Municipality.
9. The Municipality/County will keep records of the cost of the improvement together with letting documents and will have them available for inspection by representatives of the state and will furnish copies when requested.
10. The design and construction of the improvement must be certified by a registered professional engineer, if the cost of the improvement exceeds \$65,000.
11. Federal Single Audits of Local Government Units:
 - a. The Municipality/County shall have a single organization audit performed by a qualified independent auditor if required to do so under federal law and regulations. (See Federal Circular No. A-133)
 - b. This audit shall be performed in accordance with Federal Circular A-133 issued by the Federal Office of Management and Budget (OMB) and state single audit guidelines issued by the Wisconsin Department of Administration (DOA).
 - c. The Municipality/County will keep records of costs of construction, inspection tests and maintenance done by it to enable the State to review the amount and nature of the expenditure for those purposes. Such accounting records and any other related records shall be subject to a project review or audit as directed by the Department within ten (10) years of project closing.
12. The Municipality/County will maintain, at its own cost and expense, all portions of the project that lie within its jurisdiction and will make ample provision of such maintenance as long as the road remains open to traffic.
13. This agreement is subject to the availability of State funds appropriated for this program. The continuance of this agreement beyond the limits of funds already available to the Wisconsin Department of Transportation is contingent upon appropriation of the necessary funds by the Wisconsin Legislature and the Governor. (Reference 66 OAG 408; State ex rel. LaFollette v. Reuter, 36 Wis. 2d 96, 119 [1967])
14. In accordance with the State's sunset policy for LRIP projects, the subject improvement must be constructed and submitted for reimbursement within three biennium.

X Checking this box indicates that the Preparer is authorized to conduct official business for the Municipality/County identified below and upon acceptance by the State shall constitute agreement between the Municipality/County and the State, subject to the terms and conditions above.

Recipient:	City of Baraboo	County:	Sauk	
Head of Government:	MIKE PALM	Title:	Mayor	
Preparer:	Thomas Pinion	Title:	County or Municipal Engineer/Public Works Staff	Date: 10/29/2019
Reviewer:	Patrick Gavinski	Title:	County Highway Commissioner	Date: 12/18/2019

NBR - 3

RESOLUTION NO. 2020-

Dated: May 26, 2020

The City of Baraboo, Wisconsin

Background: The Baraboo Police Department is requesting a modification to the City's Official Fee Schedule to be able to charge the City's cost of \$5.00 for USB Drives that are provided when responding to record requests – USB Drives hold more data than DVD's and are being utilized more, but without the modification to the fee schedule, the City is unable to recoup the \$5.00. As other City Departments will also send records on USB Drives, it is suggested that the \$5.00 fee be applicable citywide whenever the City provides a UBS Drive.

The City's Official Fee Schedule is located as an appendix to Chapter 1 of the City Code, and may be modified by Council by Resolution per §1.90 of the City Code.

Note: (☒ one) ☒ Not Required ☐ Budgeted Expenditure ☐ Not Budgeted

Comments:

Resolved, by the Common Council of the City of Baraboo, Sauk County, Wisconsin:

That the City's Official Fee Schedule be amended to include a fee of \$5.00 for UBS Drives that are provided by the City.

Offered by: Finance/Personnel Committee **Approved:** _____

Motion:

Second:

Attest: _____

**Baraboo Fire Department
Monthly Report - April 2020**

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Incident Responses	April 2020	Year to Date 2019	Totals 2019	Year to Date 2020	Percentage Increase/Decrease
Fire, Other	0	0	0	0	
Building Fire	1	8	12	4	12 2020 Fire 11.76%
Fuel burner/boiler malfunction, fire confined	0	0	0	1	
Fire in Mobile Home used as a Fixed Structure	0	0	0	0	20 Rescue 19.61%
Fire in Structures other than Building	0	0	0	0	4 Haz Mat 3.92%
Cooking Fire	0	2	8	1	20 Alarm 19.61%
Chimney Fire	0	0	0	0	33 Other 32.35%
Vehicle Fire	0	3	8	3	5 Mutual Aid 4.90%
Wildland Fire	0	3	5	1	
Trash or Rubbish Fire Contained	0	0	0	0	
Outside Rubbish, Trash or Waste Fire	0	0	0	0	33 2019 Fire 8.97%
Dumpster or other Trash Receptacle Fire	0	0	0	0	108 Rescue 29.35%
Outside Storage Fire	0	0	0	0	21 Haz Mat 5.71%
Outside Equipment Fire	1	0	0	2	
Outside Gas or Vapor Combustion Explosion	0	0	0	0	62 Alarm 16.85%
Medical Assist	2	4	35	6	131 Other 35.60%
Vehicle Crash	3	15	55	11	13 Mutual Aid 3.53%
Motor vehicle/pedestrian crash	0	1	1	1	
Search for Person on Land	0	0	1	0	
Extrication of Victim(s) from Building/Structure	0	0	0	1	
Extrication from Vehicles	0	2	7	0	
Extrication, Other	0	0	0	0	
Elevator Rescue	0	0	3	1	
Water/Ice Rescue	0	0	3	0	
High Angle Rescue	0	0	3	0	
Hazardous Material	2	3	16	2	
Carbon Monoxide Incident	0	2	5	2	
Hazardous Call, Other	1	6	24	2	
Vehicle Accident - General Cleanup	0	4	10	2	
Animal Rescue	0	0	0	0	
Water Problem, Other	0	1	1	0	
Smoke or Odor Removal	0	2	2	1	
Service Call, Other	0	1	3	0	
Lock-out	0	0	0	0	
Assist Police	0	8	14	2	
Public Service	0	6	8	0	
Unauthorized Burning	4	3	4	8	
Authorized Burning	0	1	4	1	
Good Intent Call	0	8	23	0	
Dispatched/Cancelled	2	11	35	12	
HazMat release investigation w/no HazMat	0	0	0	4	
No Incident found on arrival at dispatch address	1	0	0	3	
Wrong Location	0	0	0	0	
Smoke Scare, Odor of Smoke	0	0	1	1	
Steam, Vapor, Fog or Dust thought to be Smoke	0	0	0	1	
Malicious Alarm	0	2	2	0	
Bomb Threat	0	0	0	0	
Alarm	0	18	42	10	
Carbon Monoxide Alarm	3	8	18	10	
Lightning Strike	0	1	2	0	
Severe Weather Standby	0	0	0	0	
Mutual Aid - City	0	4	9	3	
Mutual Aid - Rural	1	1	4	2	
Mutual Aid Bx Alarms System (MABAS)	0	0	0	4	
Totals	21	128	368	102	-20.31%
			0		Exposure Fires
			368		Total Incidents

Incident Responses by Municipality	Total Incidents	Percent		
City of Baraboo	15	71.43%	64	62.75%
Village of West Baraboo	0	0.00%	8	7.84%
Town of Baraboo	3	14.29%	10	9.80%
Town of Fairfield	1	4.76%	5	4.90%
Town of Greenfield	1	4.76%	6	5.88%
Town of Sumpter	0	0.00%	0	0.00%
Mutual Aid - City	0	0.00%	3	2.94%
Mutual Aid - Rural	1	4.76%	2	1.96%
Mutual Aid Bx Alarms System (MABAS)	0	0.00%	4	3.92%
Totals	21	100.00%	102	100.00%

**Baraboo Fire Department
Monthly Report - April 2020**

26 of 43

Fire Inspections	January	February	March	April	May	June	July	August	Sept.	Oct.	Nov.	Dec
City of Baraboo	78	135	92	7								
Village of West Baraboo	117	13	1	0								
Town of Baraboo	1	1	0	1								
Town of Fairfield	2	2	0	0								
Town of Greenfield	0	0	0	0								
Town of Sumpter	0	0	0	0								
Totals	198	151	93	8	0	0	0	0	0	0	0	0
Total Inspections Year to Date												450

Fire Prevention Education - Current Month	Number of Activities	Number of Adults	Number of Children	Total Participants
Fire Extinguisher and Fire Safety Training	0	0	0	0
Fire Safety Presentations	0	0	0	0
Fire Safety House Training	0	0	0	0
Other (Open House)	0	0	0	0
Public CPR Class	0	0	0	0
Grand Totals	0	0	0	0
Total Fire Safety Contacts Year to Date				38

	Number of Smoke Alarms	Number of CO Alarms	Total
Install Smoke and Carbon Monoxide Alarms	0	1	1
			4 Year to Date Total

NEW CATEGORY

Members Present: Petty, Sloan, Kent

Absent:

Others Present: Mayor Palm, Adm. Downing, Atty. Truman, B. Zeman, M. Schauf, P. Cannon, Dawn Gunderson-Schiel

Call to Order –Ald. Petty called the meeting to order at 6:15 p.m. noting compliance with the Open Meeting Law. Moved by Sloan, seconded by Kent to approve the minutes of April 28, 2020 and carried unanimously. Moved by Kent, seconded by Sloan to approve the agenda and carried unanimously.

Action Items

- a) **Accounts Payable** – Moved by Sloan, seconded by Kent to recommend to Council for approval of the accounts payable for **\$775,912.20**. Motion carried unanimously.
- b) **Emergency Assistance Fund – Non-Profit Organization Loan Program Guidelines** – P. Cannon explained that this program is being offered as was requested at the last Council meeting. This program is designed with regulations so that the non-profit is not just a service organization, for example the Al Ringling Theatre. Ald. Petty noted that the program requirements are similar to the requirements for a 501(c)(3). Ald. Sloan confirmed that we are using the same \$250,000 to fund these loans. Moved by Sloan, seconded by Kent to recommend to Council for approval. Motion carried unanimously.

Information Items

- a) **Finance Department:**
 - o Dawn Gunderson-Schiel presented a report on the issuance of new bonds, 2020
 - o C. Haggard presented the potential financial shortfalls due to COVID-19.

Adjournment – Moved by Sloan, seconded by Kent and carried to adjourn at 6:35pm.
Brenda Zeman, City Clerk

Present: Alderpersons John Ellington, Heather Kierzek & Kathleen Thurow
Absent: None
Also Present: City Administrator, Kennie Downing; Finance Director, Cynthia Haggard; Police Chief, Mark Schauf; City Attorney, Emily Truman; and City Clerk, Brenda Zeman.
Citizen Present: None

The meeting was called to order by Chairman John Ellington at 8:00AM CST., with roll call and noting compliance with the Open Meetings Law.

Moved by Kierzek to approve the minutes of April 6, 2020, seconded by Ellington and carried by Ellington & Kierzek, Thurow abstained.

Motion by Kierzek to approve agenda, seconded by Thurow and unanimously carried.

Review and recommendation to the Council – Application for Keeping Chickens for Erik Poff @ 529 Quarry Street.

Chief Schauf mentioned this application had been checked by his Community Service Officer; the residence is in compliance. The City received a letter of correspondence included in the packet requesting a consideration for denial.

Zeman added that with a comparison of the letter to the Ordinance, the concerns raised are not within the Ordinance as reasons to deny an application.

Kierzek was concerned that the chicken coop may be closer to the neighbor's house than owner's house, referring to the Ordinance as one of the violations. Thurow and Ellington were familiar with the home and assured that the chicken coop was closer to the owner's house than the neighbor's house.

Motion to recommend to approve and move on to Council the application for keeping chickens for Erik Poff & 529 Quarry Street by Thurow, seconded by Kierzek and unanimously carried.

Member comments

- City staff was unanimously given permission to create a new Chapter in the City's Codebook specifically for animals and presenting it to a future Administrative Committee meeting to recommend and move on to Council at that time.
- City staff was given permission to amend Chapter 26 and Chapter 28 of the Code and move them to Chapter 1, where they will refer to bylaws.
- The next meeting will be Monday, June 1, 2020 at 8:00AM CST. Meeting location will be 101 South Boulevard.

Motion to adjourn by Ellington, seconded by Thurow and unanimously carried. Meeting adjourned at 8:19AM CST.

Respectfully submitted,
Cynthia Haggard, Finance Director

Baraboo-Wisconsin Dells Airport CommissionMay 8, 2020**1. Call Meeting to Order**

Present: Michael Palm (Baraboo), Mark Whitfield (Village of Lake Delton).

Also Present: Kennie Downing (Airport Manager), Bill Murphy (FBO)

The owner representatives met remotely. The Baraboo Municipal Building, 101 South Blvd, Room 214, Baraboo was open to the public for this meeting.

The meeting was called to order by Palm at 8:05 AM and roll call was noted by Downing of those present. Compliance of the Open Meeting Law was noted by Palm.

Previous Minutes

Approval of the meeting minutes of March 12, 2020. A motion was made by Whitfield, seconded by Palm and approved unanimously.

Approve Agenda

Moved by Whitfield to approve the agenda, seconded by Palm and carried unanimously.

2. APPEARANCES/PRESENTATIONS - None**3. PUBLIC COMMENT - None****4. ACTION ITEMS**

a. Motion was made by Palm to accept the \$69,000 in federal CARES Act grant funds, to assign the grant funds to a development project, particularly the fuel system replacement, and authorized the Airport Manager to send a letter to Bureau of Aeronautics notifying them of the Commission's decision. Seconded by Whitfield.

Roll call vote:

Palm: AYE

Whitfield: AYE

INFORMATION ITEMS

Next Meeting Date: will be scheduled as needed.

ADJOURNMENT: A motion was made by Whitfield and seconded by Palm to adjourn at 8:21AM. Carried unanimously.

Baraboo BID Meeting Minutes
5/20/20 Remote Meeting

Participating:

Members: Sloan, T., Sloan, S., Marklein, Wickus, Fay, Brunner, McDaniel,
Stelling
Others: None
Absent: Yount

President Fay called the meeting to order at 5:32 p.m.

Approval of April 2020 minutes: Wickus/Sloan

Adoption of Agenda: Sloan, S./Brunner

President:	Hoping to meet in person next meeting
Secretary:	None
Treasurer:	None
Appearances:	Someone hired to do planters through spring 2021; Will need to find someone to do hanging baskets after this year if current contractor not willing to do so for increased compensation
Business Development:	Has not met; Lacey Steffes sent ideas
Finance:	None
Parking:	Weed removal will begin this week
Promotions:	New banner; Farmer's Market is requiring consumers to wear masks to prevent cross-contamination and taking other safety measures; Wickus will contact City Attorney to discuss legality of mask requirement

Old Business

None

New Business

1. Approval of vouchers:

- | | | |
|----|-------------------------|----------------------------------|
| a. | Minuteman Press | \$30.38 |
| | Farmer's Market Posters | |
| b. | Capital Newspapers | \$1,200 (Devil's Lake Directory) |
| | | \$335 (Newsletter) |
| | | \$525 (Devil's Lake Map) |
| c. | City of Baraboo | \$132.77 |

Admin.

d. Baker Tilly \$1,600

Audit

Total= \$3,823.15

Approved: Sloan, S./Wickus

2. Pandemic Support

General discussion of whether BID should be doing anything to help businesses in BID district. Business Development will meet to address. Appearances has some extra funds in budget.

3. Election of Officers

President: Sarah Fay

Vice President: Todd Wickus

Secretary: Nicole Marklein

Treasurer: Bekah Stelling

Approved: Sloan, T./McDaniel

Motion to adjourn 6:08 p.m. by Stelling/McDaniel

Minutes

Baraboo District Ambulance Commission

Finance Ad Hoc Committee

Remote/Virtual Meeting

Baraboo City Hall Council Chamber for non-virtual Commission Members Only

Wednesday, April 8, 2020 at 6:45 PM

-- Notice to --

Committee Members: Robin Meier, Joel Petty, and Randy Puttkamer

Others: Karl Berna, Dave Dahlke, Heather Kierzek, Dave Kitkowski, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind, Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Local Media

*The Baraboo District Ambulance Service is holding the Commission Meeting virtually via conference call to help protect our community from the Corona virus (COVID-19) pandemic and to comply with the State of Wisconsin's "Safer at Home" Order. Commission Members participating remotely, will have the ability to hear all Commission Members during the meeting, and will have all documents relevant to the agenda accessible by email. Commission Members unable to attend remotely, will have access to Baraboo City Hall Council Chambers to attend in-person. Due to social distancing requirements, each member will need to maintain 6 feet distance from other attendees. Any vote taken by the Commission will be by roll call vote. **For Commission Members unable to attend remotely, and intending to attend in-person, please notify Commission President David Dahlke at djdahlke@yahoo.com in order to ensure proper social distancing measures are in place.*

The public may access the open session portion of the meeting in the following ways:

1. Due to space limitations and social distancing requirements, attendance in person is not available
2. Attend remotely: Members of the public may listen to the meeting live via phone/computer by calling (262) 220-7112 **Conference ID: 218 101 682#** (all numbers and symbol should be entered)
3. Written comments: members of the public must send written public comments on agenda items to Commission President David Dahlke at djdahlke@yahoo.com. These comments will be distributed to other Commission Members and may be read during the "public invited to speak" section of the agenda.

Public Comments - In lieu of voiced public comments, correspondence received from the public may be read by Ad Hoc Chair Robin Meier
None to report.

Posted by: _____

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It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Minutes

Baraboo District Ambulance Commission

Finance Ad Hoc Committee**Remote/Virtual Meeting****Baraboo City Hall Council Chamber for non-virtual Commission Members Only**

Wednesday, April 8, 2020 at 6:45 PM

Call to Order & Roll Call

Called to order at 6:47 PM by CW Robin Meier. Roll Call by R. Meier, Present Robin Meier, Joel Petty, and Randy Puttkamer.

1. Note compliance with the Open Meeting Law. Confirmed by J. Rago
2. Adoption of agenda. Motion to adopt agenda by J. Petty, 2nd by R. Meier. Passed unanimously by voice vote.
3. Approve previous minutes. Motion was made by J. Petty to approve previous minutes. 2nd by R. Meier. Passed unanimously by voice vote.

New Business

1. Approve check details and online payments for February 16 – March 28, 2020 in the amount of \$164,436.36. R. Puttkamer had a question about the Cuttingham and Butler Account. T. Snow answered that it was a liability insurance account, not Workers Comp. A motion by R. Puttkamer and 2nd by R. Meier to approve check details and online payments for 2/16—3/28/2020 of \$164,436.36. Passed unanimously by voice vote.
2. Motion to write off 100% of the outstanding 2016 patient accounts in an amount not to exceed \$43,504.44 and a portion of the outstanding 2017 patient accounts not to exceed \$114,948.57, for a total write off not to exceed \$158,452.95 by J. Petty and 2nd by R. Meier. Passed unanimously by voice vote.

Additional Comments & Future Agenda Items

Comment from T. Snow that April and May patient account write-offs may not be available due to the transition to the new billing service AMB.

Budget amendments should be included as a future agenda item.

Adjournment

Posted by: _____

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Minutes

Baraboo District Ambulance Commission

Finance Ad Hoc Committee

Remote/Virtual Meeting

Baraboo City Hall Council Chamber for non-virtual Commission Members Only

Wednesday, April 8, 2020 at 6:45 PM

Motion to adjourn by J. Petty 2nd by R. Puttkamer at 6:57PM. Passed unanimously by voice vote.

Posted by: _____

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Remote/Virtual Meeting

Baraboo City Hall Council Chamber for non-virtual Commission Members Only

Baraboo, WI 53913

Wednesday, April 8, 2020 at 7:00 PM

- Notice to -

Commissioners: Karl Berna, David Dahlke, Dave Kitkowski, Heather Kierzek, Robin Meier, Joel Petty, Randy Puttkamer, Tim Stieve, Tim Stone, Terry Turnquist, Phil Wedekind

Others: Wayne Maffei, Nicole Marklein, Dr. Manuel Mendoza, Mayor Palm, Kennie Downing, Pat Mannix & Sarah Wroblewski (Andres Medical Billing), James Newlan (Camp Douglas), Linda Henning (Pardeeville), Local Media

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3. Written comments: members of the public must send written public comments on agenda items to Commission President David Dahlke at djdahlke@yahoo.com. These comments will be distributed to other Commission Members and may be read during the "public invited to speak" section of the agenda.

Call to Order & Roll Call

Call to order at 7:00 PM by President Dave Dahlke. Roll Call of Commissioners was done answering present was D. Dahlke, D. Kitkowski, Heather Kierzek, R. Meier, J. Petty, R. Puttkamer, T. Stieve, T. Stone, T. Turnquist, and P. Wedekind. Absent was K. Berna

1. Note compliance with the Open Meeting Law Confirmed by J. Rago
2. Adoption of agenda Motion by T. Stieve 2nd by J. Petty to adopt agenda. Passed unanimously by voice vote.
3. Approval of previous minutes Motion by T. Stieve 2nd by T. Turnquist to approve previous Minutes. Passed unanimously by voice vote.

Posted by: _____

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Public Comments – In lieu of voiced public comments, correspondence received from the public may be read by Commission President David Dahlke

None

Reports

- Legal Counsel Report By Nicole Marklein – Compliance with Federal Emergency Leave Law implemented and rolled out. Up to 80 hours of sick leave for an employee due to CoVid 19 and up to 12 weeks of FLMA. The exception to this law is that the Commission could chose to exempt emergency responders. Could be considered as an agenda item later.
- Treasurer/Financial Report – By R. Meier stated that the December Financials are being revised to reflect the write offs that were approved last month. That change will put us at a small loss for last year but tonight's write offs will also be put on 2019 and not 2020. We will be showing a loss for last year. We also will be recommending that all of the outstanding existing AR be transferred to AMB to decide what is collectable and what is not. We may not have any write offs for a couple of months until AMB gets up to speed. We will have to look at amending the 2020 budget especially since call volume is down. Due to having reduced call volume we are under budget for the past months. We will have to look at expenditures also. This also ties in with cash flow and that is concerning. The transition committee and the finance committee will be making recommendations for these issues.
- HR Report by B. Larsen recruiting is on hold as well as limiting overtime and part-time hours. Do not know when CoVid 19 might affect our call volume as an increase. The employee complaint process based on employee input. I am creating a list of general categories to generate internal discussions and collaboration to come up with resolutions to issues that have been raised. Regarding the CoVid 19 Families First Act has been sent out to employees and implemented by the April 1st deadline. The CoVid 19 Emergency Leave Law has already been discussed. Job descriptions have been completed. A question of who hires the management team and who has oversight of the two positions newly created on that team may have to be resolved with a change in the By-Laws. No other changes by legal. Reported on CoVid 19 Protocol and Decontamination Procedures deferred to C. Johnson. Important that the employees have all the tools to be safe and that they acknowledge by signature that they have read and understand these procedures. J. Rago interjected that Dr. Mendoza, our medical has reviewed these documents and approved them.

Posted by: _____

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- President's Report by D. Dahlke appreciates everyone's patience and flexibility as BDAS complies with the new rules imposed by CoVid 19 directives form meetings and social distancing.
- Interim Chief's Report (See attached report)
- Transition Committee by T. Turnquist did a lot of work on job descriptions, have received 4 resumes for Interim Director. He would like them printed out for the committee to use as opposed to just the electronic versions. R. Meier stated that it is difficult with the CoVid 19 directives to set meetings.
- Report on IT options by C. Johnson talked about the MS Teams platform for meetings. Talked with Charter for fiber optic lines. Several other options need to be considered by transition committee before a recommendation can be made. MIS proposal was informational only. No negotiations have been started to see what their availability to provide IT service to BDAS. T. Stieve offered to help facilitate contact with Sauk County on the MIS agreement and how it might be implemented.

Consent Agenda

Recommendations from the Finance Ad Hoc Committee:

- Approve check details and online payments for February 16-March 28, 2020 in the amount of \$164,436.36
- Approve write offs of patient accounts and apply amount to 2019

President Dahlke offered the Consent agenda as a slate for approval. A motion was made by J. Petty and 2nd by P. Wedekind to approve the Consent Agenda as a slate of \$164,436.75 check details and online payments for 2/16—3/28/20 and the write offs of patient accounts and to apply the amount to 2019. Passed unanimously by voice vote.

Presentation:

Presentation by Sarah Wroblewski of Andres Medical Billing. She gave general back ground information of services and client types. Followed by Commissioner questions and discussion. R. Meier asked about data files be accepted. S. Wroblewski responded yes with some IT involvement from BDAS. They have done this type of transition before. R. Meier asked about moving our older claims to AMB and when could they be reviewed for write offs. S. Wroblewski could look at that right away.

Posted by: _____

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New Business

1. Approval of agreement with Andres Medical Billing

A motion to approve agreement for billing by Andres Medical Billing and authorize T. Snow to sign the agreement was made by T. Stieve 2nd by J. Petty. Roll Call vote T. Stieve, J. Petty, T. Stone, T. Turnquist, H. Kierzek, P. Wedekind, D. Dahlke R. Puttkamer all voted aye and no nays. Motion passes.

2. Approval of Business Associate Agreement with Andres Medical Billing

A motion to approve the Business Associate Agreement with Andres Medical Billing and authorize T. Snow to sign the agreement was made by T. Turnquist 2nd by R. Meier. Roll Call vote T. Stieve, J. Petty, T. Stone, T. Turnquist, H. Kierzek, P. Wedekind, D. Dahlke, R. Puttkamer all voted aye and no nays. Motion passes.

3. Discussion and possible action for listing of vehicles on Wisconsin Surplus.

4.

Motion to sell on Wisconsin Surplus Ambulance 579, Med 3 and Jeep Grand Cherokee with minimums of \$2,000.00 on 579, \$4000.00 on Med 3 and \$4000.00 on Jeep Grand Cherokee was made by T. Stieve with 2nd by P. Wedekind. Passed unanimously by voice vote.

Motion to sell on Wisconsin Surplus Ambulance 579, with a minimum of \$2000.00 was made by T. Turnquist and 2nd by T. Stieve. Passed unanimously by voice vote.

5. Discussion and possible action regarding billing agreements

a. Pardeeville

J. Rago gave background on communication with Pardeeville Town Board Member and Service Director. They stated that they will be using a different billing serve and it was already in place. T. Snow spoke to what is owed by Pardeeville for our work. N. Marklein outlined legal issues and suggested a letter to Pardeeville.

Motion was made by T. Stieve and 2nd by T. Turnquist to send a letter to mutually terminate the billing agreement between Baraboo District Ambulance Service and Pardeeville as March 1, 2020 if payment of \$1000.00 for past services and legal costs are received by the end of April from N. Marklein, Legal Counsel. Passed unanimously by voice vote.

Posted by: _____

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b. Camp Douglas

Background by T. Snow and N. Marklein with comments by Commission Members.

R. Meier asked to table this discussion to May meeting

6. Schedule Special Meeting of the Members

Scheduled for after the Regular Meeting on April 22, 2020

Commissioner Comments & Future Agenda Items

Next Meetings

- Commission Meeting April 22, 2020 at 7:00 PM. This will be a Virtual Meeting.
- Special Meeting of the Members. Scheduled for after the Regular Meeting on April 22, 2020

Adjournment

Motion to adjourn made by R. Meier, 2nd by T. Stieve. Passed by unanimous voice vote.

Posted by: _____

Any person who has a qualifying disability as defined by the Americans with Disabilities Act who requires the meeting or materials at the meeting to be in an accessible location or format, should contact the business office of the Baraboo District Ambulance Service at 121 5th Street or phone 356-3455 during regular business hours at least 48 hours before the meeting so reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Chief's Report 04/8/2020

2017 FEMA AFG Grant is closed out and accepted.

2019 FEMA AFG Grant was submitted by Troy and Rachel and accepted.

Crew morale is better, It was reported to me that St. Clare ER Staff have very positive things to say about our staff during the CoVid 19 emergency. Call volume is down due to CoVid 19.

575 sold for \$6876.77

Zoll Monitors sold for \$1050.00

COVID 19 - We are receiving daily updates on the situation surrounding this CoVid 19.

We are implementing a Special Operations Plan for the CoVid 19 Outbreak. Our Medical Director Dr. Mendoza has approved this Plan with changes that may be needed as conditions evolve. Caleb was instrumental in formulating this Plan

We applied for our third delivery of PPE from the Strategic National Stockpile. Everything that we have received is out of date but approved for use by the CDC.

We continuously receive updated information from the Center for Disease Control, State of Wisconsin Health and Human Services Department and the South Central Wisconsin Emergency Healthcare Coalition.

ET3 Program implementation has been postponed until Fall 2020

Posted by: _____

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It is possible that members of, and possibly a quorum of members of, other governmental bodies of municipal members of the District, who are not members of the commission, may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the commission identified in the caption of this notice.

Baraboo District Ambulance Commission
AD HOC Transition Committee
April 21st, 2020 Virtual Meeting
APPROVED Minutes

Members Present: Terry Turnquist, Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present:

- 1) AD HOC Transition Committee was called to order by Terry Turnquist on April 21st, 2020 at 9:05 am
Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Tim Stieve, 2nd by Joel Petty to adopt agenda. Motion carried.
- 3) Approve Minutes of March 17th, 2020 meeting: Motion by Tim Stieve, 2nd by Joel Petty to approve the minutes of the March 17th, 2020 committee meeting. Motion carried.
- 4) Public Invited to speak: None
- 5) New Business
 1. Discussion and possible action of RFPs received

Closed Session (Committee Members attending meeting will be noticed with Conference ID #)

1. Motion by Tim Stieve, 2nd by Robin Meier to convene in closed session pursuant to Wis. Stat. Sec 19.85(1)(c) and (e) to consider the potential employment or promotion of a public employee and/or conducting public business involving competitive or bargaining reasons: RFP for Interim EMS Director. Roll call Vote: Terry - yes, Robin – yes, Joel- yes, Betsy – yes, Steve – yes, Tim – yes, Troy- yes. Motion Carried
 2. Motion by Tim Stieve, 2nd by Joel Petty to return to open session. Roll call Vote: Terry - yes, Robin – yes, Joel- yes, Betsy – yes, Steve – yes, Tim – yes, Troy - yes. Motion Carried. **NOTE:** Caleb Johnson left the meeting at this time and did not join in on the closed session.
 3. The Committee may take action regarding items discussed in closed session. Motion by Tim Stieve to put a hold on moving forward with the responses to the RFP for an Interim Director for 60 days due to the Covid-19 and issues with income/budget being down, 2nd by Robin Meier. Motion carried. Troy will send a letter to those who responded to the RFP letting them know things are being placed on hold.
- 6) Next Meeting was set for a virtual meeting for May5th, 2020 at 9:00 a.m.
 - 7) Adjourn. Move by Tim Stieve, 2nd by Joel Petty to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary

Baraboo District Ambulance Commission
AD HOC Transition Committee
May 5th, 2020 Virtual Meeting
APPROVED Minutes

Members Present: Tim Stieve, Robin Meier, Caleb Johnson, Steve Woodstock, Betsy Larson, Troy Snow, Joel Petty

Others Present: None

- 1) AD HOC Transition Committee was called to order by Joel Petty on May 5th, 2020 at 9:07 am, Troy Snow confirmed that the meeting had been posted in compliance with the Open Meeting Laws.
- 2) Adopt Agenda: Motion by Tim Stieve, 2nd by Caleb Johnson to adopt agenda. Motion carried.
- 3) Approve Minutes of April 21st, 2020 meeting: Motion by Tim Stieve, 2nd by Caleb Johnson to approve the minutes of the April 21st, 2020 committee meeting. Motion carried.
- 4) Public Invited to speak: There was no one present on the call from the public and no comments were submitted. Joel Petty did state that he had a recent conversation with Kennie Downing and she had indicated that due to the COVID-19 there would be no discussion/comments on the BDAS until this fall.
- 5) New Business
 - (1) BDAS Organizational Chart/Structure
 - a) Update/Development of Employee handbook – It was noted that one change headed for Commission approval is the Job Descriptions for chief, Deputy chief, HR Director and Finance Director. Work will continue as time allows.
 - b) Review of Clinical Staffing – Caleb noted the staff changes due to COVID-19. It was noted that this will have to be addressed down the road once we are past the worst of the COVID-19.
 - c) Training Center – One questions is should this be maintained? Also noted that there is a separate Training Center License that was recently maintained. Discussed how to proceed if new Job Descriptions are approved as training is being moved to the Deputy Chief and that position is technically not filled presently and the Training officer is filled. Reviewed the wording within the Deputy Chief Job Description specific to training and it was decided that a couple minor changes to address the training and Training Center needed to be added to that Job Description. Troy noted he will be speaking with Lori Mueller regarding this topic. It was decided that Troy and Caleb could do some further research and report back to the committee with recommendations.
 - d) Performance Appraisals for all staff – Betsy is working on these but it is going to take a fair amount of time. She will provide an update at the next meeting.
 - (2) Billing – Contracted Service versus In-house – Troy note that the billing service took over on May 1st and they will be starting on the old claims. Troy noted as far as staffing that Nancy was done as of May 1st, Doris will be done today or tomorrow, Rachel really has been more helping with grant writing versus billing and Jess is helping with the training and will be a big part of that as the switchover continues. Pardeeville has paid the amount they owed and are completed with BDAS. Camp Douglas is going to begin using a billing Service but will stay on with BDAS until that switch is made and old items are cleaned up. Troy noted that it has been a bigger project than he initially anticipated to get converted to the Billing Service, but that is not a bad thing or good thing, just bigger than expected. Caleb noted all the crews have had initial training and Steve noted that he has heard nothing but positive comments on the switch.

- (3) Contracted IT Services versus In-house – Tim noted that Sauk County was willing to do the IT Services but deferred to staff as to when or if that would need to be done. Tim also noted that this discussion is really tied to Item 6 of possibly using old City Hall Space as that could affect the internet service, phones, etc. Caleb agreed that the two are tied together and noted that there still needs to be research before any final recommendations can be made. Caleb noted he thinks the staff would be fine with such a move but it would be necessary to develop a cost analysis/comparison to determine if such a move would make sense. There was discussion on what the value of the present building is, Troy noted BDAS paid \$102,000 and Robin in a search of the last tax record showed it to be a Fair Market value of \$146,200. Tim will talk with some realtors and see if he can get an estimate on possible sale price if it were to get to that point. Troy & Caleb will work on a cost analysis.
 - (4) BDAS Legal Services – Robin was checking into this and so far, she has talked with one firm that was recommended but they just completed some work for the City of Baraboo and they want to check into whether or not they could do this without a conflict of interest.
 - (5) Review of all Policies, Procedures, Commission By-Laws – it was noted this is a rather broad item and is an ongoing item and there was no further discussion.
 - (6) Look at Utilizing Old City Hall Space – discussion was included in item (3).
 - (7) Medical Direction Services – Caleb noted that we probably need to determine what we need Caleb and Steve will work on a list of items/duties that the Medical Director would need to provide and will bring that back to the committee for further discussion.
- 6) Next meeting was set for a virtual meeting on May 19th, 2020 @ 9:00 am
- 7) Adjourn. Move by Robin Meier, 2nd by Betsy Larsen to adjourn. Motion Carried.

Respectfully submitted, Tim Stieve Secretary